


<p style="text-align: center;"><b>FAIRFAX COUNTY POLICE DEPARTMENT</b></p>  <p style="text-align: center;"><b>GENERAL ORDER</b></p>	<p>SUBJECT: <b>AUXILIARY POLICE OFFICERS</b></p>		<p>NUMBER: <b>536</b></p>
	<p>EFFECTIVE DATE: January 9, 2023</p>	<p>REVIEW: January, 2026</p>	
<p>RESPONSIBLE ENTITY: COMMUNITY ENGAGEMENT &amp; EQUITY BUREAU.</p>			
<p>ACCREDITATION STANDARDS</p>	<p>CALEA: 16.3.1</p>		<p><input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Replaces: 530.9 <input type="checkbox"/> Revised:</p>
	<p>VLEPSC: ADM. 12.01</p>		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the Department's Auxiliary Police Officer (APO) program.

II. POLICY

It is the policy of the Fairfax County Police Department (FCPD) to utilize APOs to support the Department in both operational and administrative areas. The Department's APO program is established in accordance with the [Code of Virginia](#), the [Fairfax County Code of Ordinances](#), and falls within the administrative control of the FCPD's Community Engagement and Equity Bureau (CEEB). The APO program is comprised of sworn, non-compensated volunteers whose duties contribute to the mission of the FCPD primarily in a support capacity. Unless specifically exempted in this General Order, all FCPD General Orders and Standard Operating Procedures (SOPs) shall apply to APOs.

III. SELECTION AND TRAINING REQUIREMENTS

- A. **Application and Selection Process:** APO candidates shall submit applications online through the Fairfax County [Volunteer Management System](#) (VMS) to the attention of the Department's Personnel Resources Division (PRD) for consideration. Prior to selection, APOs shall be required to meet the same requirements as full-time sworn officers in accordance with the [Code of Virginia](#). This shall include, at minimum, the obtaining of a high school diploma (or equivalency) as well as attaining all state educational requirements at the time of appointment. Selection and eventual appointment of APOs shall be determined by the Chief of Police or their designee.
- B. **Training Requirements:** In order to obtain Department of Criminal Justice (DCJS) certification and appointment, accepted APO candidates shall attend and successfully complete all Basic APO Recruit Training curriculum at the Fairfax

County Criminal Justice Academy (FCCJA). APO recruits shall successfully complete, at a minimum, all training requirements necessary to attain DCJS Level III certification to graduate from the FCCJA. Graduating APOs shall be required to successfully complete a field training program prior to performing any operational duties in a solo capacity. All official APO training records shall be maintained by the FCCJA and reported to DCJS as required.

1. **In-Service Requirements:** APOs shall complete at least two (2) hours of cultural diversity training, four (4) hours of legal training, and eight (8) hours of career development training every 2 calendar years. This training may be conducted through the FCCJA or any other approved law enforcement alternative as determined by the FCCJA. APOs who seek non-FCCJA provided training must obtain commander approval and notify the FCCJA In-Service Section Supervisor. APOs who fail to meet DCJS-mandated training requirements are subject to loss of their certification and separation from the FCPD APO Program.
2. **Use of Force Training:** APOs shall not carry any less-lethal force instruments as defined in [FCPD General Order 540](#), Use of Force, until they have successfully completed all training and refresher curriculum as applicable. APOs also shall receive familiarization training in the proper handling and care of the Department handgun and Beansock Deployment System, Electronic Control Weapon, and Pepperball System, however, they are prohibited from carrying or deploying these specific items during assignments.
3. **Emergency Vehicle Operations (EVOC) Training:** APOs who successfully complete FCCJA EVOC training may operate marked or unmarked police vehicles during their assignments. APOs are prohibited from initiating traffic stops or engaging in pursuits or response driving as defined by [FCPD General Order 504](#), Vehicle Pursuits, while operating police vehicles. APOs are permitted to utilize police vehicle emergency lighting as needed whenever stopped at the scene of a traffic hazard, disabled vehicle, while assisting a full-time sworn police officer, or during special events.

#### IV. ADMINISTRATIVE STRUCTURE AND OVERSIGHT

- A. **Administrative Oversight and Records Keeping:** The CEEB Commander maintains administrative control at all times over the APO program. During basic APO recruit training, APOs remain under the operating control of the FCCJA. APOs may be assigned or transferred anywhere in the Department at the direction of the CEEB Commander or their designee, and APOs who are assigned to a district station or division fall within the administrative and

operational control of the applicable commander. APO personnel records are maintained by the CEEB, APO background investigation records are maintained by PRD, and all APO training records are maintained by the FCCJA.

- B. **Rank Structure:** The Auxiliary Police Unit does not maintain formal rank structure. Commanders and supervisors may assign APOs to any operational, training, or administrative activity within their purview, and APOs remain subordinate to full-time sworn officers. However, station or division commanders with APOs under their direction may appoint a Lead APO to coordinate day-to-day activities of all APOs assigned to them. Lead APOs shall be required to meet the following minimum qualifications:
1. Possess 2 years of service upon completion of the APO FTI program.
  2. Be in good standing as determined by the APO Coordinator.
  3. Complete annual minimum service hours prior to assuming Lead APO.
- C. **APO Coordinator:** The APO Coordinator shall consist of a first-line supervisor selected by the CEEB Commander who administers the APO program. The APO Coordinator responds to APO uniform and equipment needs, monitors APO duty hour requirements, meets regularly with Lead APOs to discuss pertinent items, and administers personnel, training, recruitment, and administrative actions on behalf of APOs as needed.
- D. **Special Events:** The APO Coordinator shall be responsible for assigning APO coverage to major County special events. Requests for APO assistance shall be processed according to the date in which they were received, unless excepted by the CEEB Commander. Station-level special events may be coordinated by that station's Lead APO. Where a station commander cannot adequately staff an event with assigned station APOs, they may request additional APO assistance via the APO Coordinator who may request volunteer APOs to help staff the event. APOs who volunteer for an event are obligated to attend unless excused by the supervisor in charge or the APO Coordinator.

## V. **DUTIES AND RESPONSIBILITIES**

- A. **Classification:** APOs shall not perform any duties outside the boundaries of their respective DCJS Level III certification and shall advise any full-time sworn officer of the limitations of their status and training whenever request to perform a duty or service beyond the scope of their authorized duties. Commanders and supervisors shall be mindful that APOs are authorized to use less-lethal force options only after all DCJS training requirements are met, and are strictly prohibited from carrying any firearm on duty, whether Department or personally owned.

- B. **Compensation:** APOs are strictly prohibited from receiving compensation for the performance of their duties and as such, may not work supplemental and secondary forms of overtime for financial recompense.
- C. **High-Risk Events:** APOs are prohibited from entering high-risk events, and shall stage at a safe distance from the event to provide support as needed from any full-time sworn officer at the event. Once an event has been deemed low-risk, APOs may respond to that event to assist as needed. High risk activities include, but are not limited to the following:
1. Assaults or fights in progress.
  2. Armed Robberies.
  3. Riots.
  4. Weapons events.
  5. Any in-progress event with high risk to safety or propensity for violence.
- D. **Low-Risk Events:** Low-risk events present low probability of serious injury or death and may be worked or assisted by APOs. Where an APO assists on a dispatched event determined at first to be low-risk, but quickly encounters high-risk circumstances, APOs should attempt to withdraw from the event if possible. Only where an event presents immediate and unavoidable risk of serious injury or death may an APO take action, consistent with Department policy and training, to address a threat. Low risk events include, but are not limited to the following:
1. Traffic and/or pedestrian direction and control.
  2. Traffic hazards.
  3. Parking complaints and abandoned vehicles.
  4. Lost or found property events.
  5. Disabled vehicles.
  6. Logistical support of patrol and FCPD specialty unit operations.
  7. Fingerprinting (for purposes of public identification programs)
  8. Child car seat installations and inspections.
  9. Use of seatbelt awareness events.
  10. DWI checkpoints.
  11. Academy role playing exercises.
- E. **Use of Less-Lethal Weapons and Police Vehicle Beansock Deployment System:** The use of all force instruments by APOs shall be in strict accordance with [FCPD General Order 540](#), Use of Force, and under the following restrictions:
1. **OC and Batons:** APOs are allocated OC spray and retractable batons by the Department for control and defensive purposes only. APOs must satisfactorily complete all Department certification and re-certification training

requirements prior to carrying these items, and shall only carry Department-approved OC or Batons while on-duty.

2. **Electronic Control Weapon and Pepperball System:** APOs are not permitted to carry or deploy an Electronic Control Weapon (ECW) or Pepperball System for either tactical or operations purposes. Should an APO operate a cruiser found to have either of these devices present, they shall secure the device and immediately turn it over to an on-duty supervisor.
3. **Beansock Deployment System:** APOs may operate police vehicles that are equipped with secured police Beansock Deployment System. APOs are not permitted to deploy police Beansock Deployment Systems for either tactical or operational purposes and may only remove these devices to unload and store them in designated and secured police armories prior to transporting the vehicle for routine maintenance services.
4. **Exigent Circumstances:** Where exigent circumstances exist, APOs may deploy police vehicle Beansock Deployment Systems, ECWs, and/or Pepperball Systems where, based upon the totality of the circumstances known at the time, imminent threat of death or serious injury exists to either the APO or another individual and all other force options to control the threatening individual are either not feasible or have already proven to be ineffective.

## VI. SERVICE REQUIREMENTS

- A. **Minimum Volunteer Hours:** APOs shall be required to volunteer a minimum of 24 hours per month, or 288 combined hours of service per calendar year. Failure to maintain required hours may subject the APO to dismissal from the APO program. Upon completing each assignment, an APO should log into VMS and record both the event and total number of hours volunteered.
1. **Hours Oversight:** Lead APOs shall be responsible for review and approval of APO hours. The APO Coordinator should review APO hours periodically to ensure all APOs are on track to meet both minimum hours and any training obligations. Any discrepancies shall be discussed between the Lead APO, the APO Coordinator, and the APO. The Station Commander or APO Coordinator shall provide final guidance as needed for unresolved issues.
2. **Performance Evaluations:** During their first calendar year of service, quarterly probationary assignments shall be completed by either the station/division commander or their designee for all APOs. After their first year of service, annual performance evaluations shall be completed for each

APO at their assignment by the district station commander or their designee and remain part of the APO's permanent personnel file. The APO Coordinator shall receive copies of all APO performance evaluations.

3. **Age and Medical Standards:** APOs are required to meet the same age restrictions as full-time sworn police officers and may be requested by the APO Coordinator to undergo a Fairfax County medical exam, provided at no cost by the Occupational Health Center (OHC), to ensure they are medically and physically capable of performing their duties, or obtain documentation from their personal physician confirming they are capable of performing required APO duties and responsibilities. APO medical forms are retained and filed by the APO Coordinator in conjunction with the APO's birth date.
4. **Reduced Personal Property Tax Rate:** APOs who are Fairfax County residents, deemed to be in good standing as determined by the APO Coordinator, and have completed the minimum required service hours immediately preceding their certification within a calendar year may be eligible for a reduced personal property tax rate on one personally owned motor vehicle. Only the Chief of Police or their designee can certify to the Director of Tax Administration those APOs deemed eligible.

## VII. AUTHORITY

- A. **Scope of Authority:** In accordance with the [Code of Virginia](#), APOs are only permitted to exercise their authority while they are on-duty and within the jurisdictional boundaries of Fairfax County, Virginia. This includes the authority to issue parking citations and, when accompanied by a full-time sworn officer, issue a Virginia Uniform Summons at the direction of a first-line police supervisor. APOs are strictly prohibited from making physical or custodial arrests, or detaining any individual for questioning purposes. In accordance with the [Fairfax County Code of Ordinances](#), appointment as an APO may be revoked at any time by the Chief of Police.
- B. **Off-Duty Restrictions:** The following off-duty restrictions apply to all APOs:
  1. **Identification and Equipment:** Off-duty APOs are considered to be private citizens, and thus the use of police identification, uniforms, or Department-issued equipment in an off-duty capacity by any APO is strictly prohibited.
  2. **Carrying or Possession of Firearms:** APOs are not permitted to carry or possess concealed weapons based solely upon their position with the FCPD while off-duty. This does not prevent any APO from independently applying and carrying a concealed weapon as a private citizen in accordance with the

Code of Virginia. Any APO who carries a concealed weapon while off-duty shall be acting solely within their capacity as a private citizen and not as an agent of either the FCPD or Fairfax County.

## VIII. UNIFORMS

- A. **Wearing of Uniforms:** APOs are issued dark blue uniforms with patches that distinguish them from full-time sworn officers. Any alternative uniform shall be subject to the approval of the Chief of Police. APO uniforms and personal appearance shall be maintained in accordance with [FCPD SOP 04-002](#), Police Uniforms, Personal Equipment and Civilian Clothing; [SOP 04-003](#), Personal Appearance and Grooming; and [SOP 04-004](#), Hand Salute, except for the APO badge and service cap brass which is annotated “**AUXILIARY**” and all APO patches which are annotated “**Auxiliary Police Fairfax County Virginia.**”
- B. **Award Pins:** APOs shall be eligible to received Department awards, and may display them in accordance with [SOP 04-002](#), Police Uniforms, Personal Equipment and Civilian Clothing. Service Hours pins may be displayed in the same location as Driving Award pins.
- C. **Uniform Cleaning Allowance:** APOs in good standing, as determined by the APO Coordinator, are eligible to receive a uniform cleaning allowance. To qualify, APOs must have remained in the program for a year, have at least 144 total service hours, and not be on light duty. The APO Coordinator shall submit all APOs who meet these qualifications for the uniform cleaning allowance.

## IX. REPORTING INJURIES

- A. **On-Duty Injuries:** APOs who sustain on-duty injuries shall orally report the circumstances to an on-duty supervisor immediately. Where the injury necessitates emergency medical treatment or hospitalization, a Medical Status Report (MSR) form shall be submitted at the time of treatment to the attending physician at the request of the investigating supervisor. Investigating supervisors shall assess the circumstances of the injury and notify the APO Coordinator in a timely manner. Determinations of light duty, leave of absence, or return to full duty shall be made by the CEEB Commander once the investigating supervisor has concluded their report.
- 1. **Workers' Compensation Act:** APOs are not covered under the [Virginia Workers' Compensation Act](#) and as such, Employer Accident Report forms are not required to be filled out for on-duty injuries or illnesses they sustain. APOs are instead covered under a group accident policy maintained by a private insurance agency. All insurance information shall be maintained by

the APO Coordinator and made available upon request. Claims may be filed by the CEEB Commander.

- B. **Off-Duty Injuries:** Where an APO sustains an off-duty injury or illness that renders them incapable of fulfilling their duties, the APO shall notify the APO Coordinator, in written memorandum form, of all facts and circumstances surrounding the injury or illness. Notifications to the APO Coordinator shall be made within 48 hours of the injury or illness, or as soon as the APO is capable of doing so. Determinations of light duty, leave of absence, or return to full duty shall be made by the CEEB Commander.
- C. **Leaves of Absence:** Only APOs deemed to be in good standing are eligible to change their duty status to Leave of Absence (LOA) for temporary personal circumstances that prevent them from volunteering for up to a maximum of one calendar year, after which time their status may be reevaluated by the CEEB Commander. APOs who are LOA status are prohibited from exercising their allocated police powers and may not be eligible for either property tax benefits or the uniform cleaning allowance. APOs in LOA status are required to turn in their Police ID and badges, but may retain their building pass as needed.
1. **LOA Requests:** LOA requests may be made by APOs through written memorandum directed to the CEEB Commander via their direct commander. APOs in LOA and continued good standing status are eligible to return to full duty assuming all basic qualifications are maintained. Where an APO in LOA status wishes to return to active status, they shall submit a written memorandum to the CEEB Commander requesting as such.
- D. **Medical Temporary Restricted Duty Status:** APOs who are temporarily unable to perform their duties and responsibilities due to injury or health problems shall be classified as "Restricted Duty" for a period not to exceed one year. APOs assigned to restricted duty may not exercise their granted police powers, nor may they operate marked police cruisers. APOs on restricted duty status must provide a physician's evaluation that specifies activities they are capable of performing for proper assignment. APOs are not eligible to return to full duty status without a physician's completed MSR authorizing full duty status along with the approval of the APO Coordinator.
- E. **Retirements:** APOs in good standing are eligible to receive a certificate and shadow box upon completing at least 2,880 hours of service. APOs who completed at least 4,320 hours of service may also receive a retirement badge. All APOs who retire for medical reasons prior to completing these minimum service hour requirements who request these items shall be evaluated on a case-by-case basis by the APO Coordinator.



## X. CONTACT PROCEDURES

- A. **Contact Numbers:** APOs shall provide work, home, and cellular phone numbers to the APO Coordinator. The APO Coordinator shall maintain contact lists for any County emergency request that may involve APO assistance. The APO Coordinator shall provide this list to the Police Liaison Commander (PLC) and Department of Public Safety Communications (DPSC). Lead APOs may, with the approval of a supervisor, initiate callouts for APOs assigned to their respective station or any other division/station as needed.

## XI. DISCIPLINARY PROCEDURES

- A. **Performance Deficiencies:** APOs may be informally counseled by a supervisor at any time regarding minor infractions of Department policies or procedures that do not result in disciplinary action being taken. Supervisors may document APO performance deficiencies on a substandard or oral counseling form as needed. Pursuant to the [Fairfax County Code of Ordinances](#), any disciplinary decision rendered by the Chief of Police or their designee regarding APO duty status or dismissal is final and may not be grieved.
- B. **Exemptions:** Per the [Code of Virginia](#) and [Fairfax County Code of Ordinances](#), the following provisions do not apply to APOs:
1. [The Virginia Law-Enforcement Officers Procedural Guarantee Act.](#)
  2. [Chapter 16 of the Fairfax County Personnel Regulations.](#)
  3. [FCPD General Order 310](#), Discipline and Appeals.
  4. [FCPD General Order 311](#), Grievances.
- C. **Disciplinary Actions:** Where an alleged violation is sustained, the following disciplinary actions may be imposed at the command level against any APO in accordance with [FCPD General Order 310](#), Discipline and Appeals:
1. **Non-Disciplinary Corrective Actions:** Prepared and administered to the APO by the affected station or division commander.
  2. **Oral Reprimand:** Prepared and administered to the APO by the affected station or division commander.
  3. **Written Reprimand:** Prepared and administered to the APO by the affected station or division commander.
  4. **Suspension:** For a period not to exceed ninety (90) days.

5. **Dismissal:** Administered only upon review of the investigation by the Chief of Police.

D. **Oral Reprimands:** Oral Reprimand sessions are documented in administrative investigation reports when imposed as part of a formal investigation. Oral reprimand forms are retained at station or division level, and not included as part of an IAB case file. Where a sworn or civilian supervisor of equivalent grade determines an oral reprimand or warning is warranted to an APO, they shall maintain a record of the discussion and adhere to the following procedures:

1. The APO shall be advised at the time of counseling that an informal written record of the reprimand is being kept and that they may review the record.
2. The APO shall be advised that they may file a statement that sets forth their position in 200 words or less if they disagree with the content of the counseling record.
3. Oral reprimand forms shall not be attached to subsequent disciplinary actions. The facts and particulars of prior oral reprimands may be included in written reprimands if relevant to the subsequent disciplinary action.
4. Record of the oral reprimand is maintained solely as evidence of the prior counseling.
5. Oral Reprimand forms shall not be included in an APO's permanent personnel file, and are retained for a period of time not to exceed one year, except in the event subsequent disciplinary action is taken within that year, the form will be retained for a period of one year from the date of the most recent disciplinary action.

E. **Written Reprimands:** Division/station commanders and civilian supervisors of equivalent grade who determine an offense is of such a nature that a record should be placed in the APO's permanent personnel folder shall prepare written reprimand memorandums. APOs shall acknowledge receipt of the memorandum by signature and date, and all written reprimands, together with the administrative investigation report, shall be forwarded to the CEEB Commander for review. The reprimand memorandum shall include the following:

1. A statement of charges in sufficient detail to enable the APO to fully understand the violation, infraction, conduct, or offense of which the discipline is being administered.

2. A statement of previous offenses in those cases where the memorandum is considered a continuation of progressive discipline.
3. A statement that it is an official written reprimand, and that it will be placed in the APO's permanent personnel file along with a statement that similar occurrences may result in more severe disciplinary action.

F. **Suspension or Dismissal:** Division or station commanders and civilian supervisors of equivalent grade may recommend to the CEEB Commander any recommendation of disciplinary action that exceeds their authority or presents possible conflict of interest.

1. The CEEB Commander reviews all cases involving recommendations for suspension, punitive transfer, or dismissal of APOs. If the CEEB Commander finds the violation is sustained, they shall submit a memorandum recommending disciplinary action to the Chief of Police.
2. Where the disciplinary recommendation originates at the bureau level (i.e., investigations conducted by IAB), the assigned commander shall meet with and advise the accused APO of the disciplinary action being recommended.
3. A copy of the investigative report file and all related documents shall be forwarded to the attention of the Chief of Police through the proper chain of command. The APO Coordinator shall place copies of all correspondence in the APO's permanent personnel file. The APO shall be notified by written memorandum of the findings of the Chief of Police and any disciplinary action to be imposed.

G. **Appeals:** Appeals may be made to the Chief of Police only from disciplinary actions taken at a level of command below that of the Chief. In all cases, the decision of the Chief of Police, Executive Deputy Chief of Police, or any other Deputy Chief of Police, is final and not subject to further appeal.

## XII. **RECORDS**

A. **Confidential Records:** APOs may have access to confidential records such as criminal histories, Department of Motor Vehicle files, and current investigations as their respective duties dictate. APOs are prohibited from unauthorized disclosure of these materials and shall sign nondisclosure agreements. Unauthorized disclosure of these materials, either in verbal or written form, constitutes grounds for immediate dismissal and potential criminal prosecution.

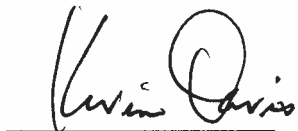
- B. **Virginia Criminal Information Network (VCIN) Records:** APOs who have access to VCIN records shall adhere to, and follow all rules and regulations outlined in the VCIN Operating Manual as it pertains to the release of any criminal history information to individuals outside of the FCPD.

### XIII. LEGAL REFERENCES

- A. [Va. Code Ann. § 9.1-500, et seq.](#), Law-Enforcement Officer Procedural Guarantee Act.
- B. [Va. Code Ann. § 15.2-1705](#), Minimum qualifications; waiver.
- C. [Va. Code Ann. § 15.2-1731](#), Establishment, etc., authorized; powers, authority and immunities generally.
- D. [Va. Code Ann. § 15.2-1733](#), Appointment of auxiliary police officers; revocation of appointment; uniform; organization; rules and regulations.
- E. [Va. Code Ann. § 15.2-1734](#), Calling auxiliary police officers into service; police officers performing service to wear uniform; exception.
- F. [Va. Code Ann. § 15.2-1734](#), Acting beyond limits of jurisdiction of locality.
- G. [Va. Code Ann. § 65.2-100](#), et seq., Workers' Compensation.
- H. [Fairfax County Code of Ordinance § 3-1-3](#), Existing employees to retain positions; acceptance of non-competitive appointment by a merit system employee.
- I. [Fairfax County Code of Ordinances Chapter 13](#), Auxiliary police force.

General Order 536 becomes effective on the above date and rescinds all previous rules and regulations pertaining to the subjects.

ISSUED BY:

A handwritten signature in black ink, appearing to read "Kevin Davis", written over a horizontal line.

Chief of Police

APPROVED BY:

A handwritten signature in blue ink, written over a horizontal line. The signature is stylized and appears to be "Joe".

County Executive